



Job Description

Title:	Senior Accountant
Department:	Finance
Supervisor:	Director of Finance
Positions reporting to this position:	None

General Description of work

The incumbent performs payroll duties and performs a number of accounting duties in support of and under the direction of the Director of Finance.

Major Duties

- Payroll duties, including answering routine payroll queries.
- CRA remittances, quarterly WCB remittances, Municipal Pension Fund reports and remittances, T4 and T4 Summaries and Records of Employment.
- Monthly reconciliation of general ledger, sub-ledger and other accounts.
- Ensures accurate and appropriate recording and analysis of revenues and expenses.
- Prepares journal entries required to balance or reconcile accounts.
- Assists with completion of the five-year financial plan.
- Assists with preparation of the SLRD's annual financial statements.
- Completes year-end working papers for the external audit.
- Assists with the preparation and completion of external audits.
- Assists with meeting external reporting requirements.
- Researches in support of development and implementation of financial controls and systems.
- Produces departmental financial and budget status reports for management staff and answers related queries.
- Maintains debenture schedules and reconcile long-term borrowings.
- Records and reconciles transactions and commitments arising from grant funds and projects.
- Climate Action annual reporting.
- Assistance with basic IT tasks.
- Annual parcel tax roll review.



- Assists with bylaw creation.
- Assists the Director of Finance in any other work related issues as requested.
- Assists as directed in supporting the SLRD's emergency response mandate. Duties assigned during an emergency may differ from regular duties.

Minimum Qualifications

- Minimum completion of the third year of a recognized accounting education program leading to a professional accounting designation.
- Minimum 4 years varied accounting experience, with strong payroll preparation experience.
- Knowledge of generally accepted accounting principles.
- Knowledge of local government accounting and the requirements of the *Local Government Act and the Community Charter Act*.
- Knowledge of personal and network computer systems.
- Excellent skill in the use of all features of spreadsheet, word processing, reporting and presentation software, and a network computerized accounting system.
- Demonstrated analytical and problem solving skills.
- Ability to do detailed work with accuracy.
- Ability to train co-workers and system customers in accounting procedures and computer systems.
- Skill in maintaining and troubleshooting problems with computers and the LAN.
- Strong interpersonal and communication skills.
- Planning and organizing and task monitoring.
- Ability to work in a fast paced, deadline oriented environment.

Education/Experience

As noted above.

Required Licenses, Certificates and Registration

As noted above.

Valid BC Driver's License.